

Division of Community Nutrition

<i>Subject: Caseload Assignment and Funding Allocation</i>		<i>Policy: ADM 01.0</i>
<i>Reference: N / A</i>	<i>Effective: May 1, 2026</i>	<i>Supersedes: August 12, 2013</i>

I. Policy:

The State WIC Office (SWO) must utilize a funding formula to allocate funds and assign target participation levels for local agencies. The funding and participation levels must be established for each federal fiscal year and included in the Office of Family Health Services annual addendum update to the Memorandum of Agreement (MOA), in accordance with [ADM-04.0.1pdf](#), with local agencies. Participation levels from the previous federal fiscal year must provide the basis for the allocation methodology. The SWO reserves the right to adjust initial funding and caseload levels in accordance with provisions in the formula and based upon the availability of funds.

II. Procedure(s):

- A. The SWO must monitor actual local agency participation levels on a regular basis, including a comparison to assigned caseload targets.